



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start  
Board of Education Subcommittee Meeting

**Date:** Thursday, March 19, 2020  
**Time:** 5:00 p.m.  
**Location:** Virtual meeting  
Zoom-# 639 510 274

**Attendees:** Mary Derwin, Administrator Early Learning Department  
Pamela Augustine-Jefferson, Director of Early Learning Programs  
Monique Brunson, Principal Dr. Reginald Mayo Early Learning School  
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson  
Elizabeth Gaffney, Head Start Director

**I. Announcements**

The full Board of Education Meeting scheduled for Monday, March 23, 2020 will be held virtually

- Information for logging into meeting and public participation will be posted to NHPS website

The National Head Start Conference in Arizona at the end of March has been cancelled

**II. Approval of Minutes**

- Minutes from subcommittee meeting held on Thursday, February 20, 2020 were approved without any corrections
- Minutes will be posted to the website for public view

**III. Policy Council Report**

- The regular Policy Council meeting was not held in the month of March due to the coronavirus shutdown

**IV. Coronavirus Shutdown Effects**

- Faculty and staff are keeping in touch with students and families
- The Office of Head Start has announced programs are not required to make up missed time during shut down
- The Office of Head Start has announced the program may use their funding to pay all Head Start staff during the coronavirus shutdown period
- The Office of Head Start has announced programs may distribute manipulatives and books to Head Start families to support learning at home during the coronavirus shutdown period
- Students have been provided with two weeks of learning opportunities
- The program is utilizing the Ready Rosie and Classroom DOJO electronic platforms to stay connected with families as well as personal contact by teachers
- Efforts are being made to support academics, social emotional learning and routines for families with reasonable developmentally appropriate expectations for all through distance learning by March 30, 2020
- The NHPS Leadership Team is meeting virtually daily using Microsoft Teams
- Food distribution is proceeding, and the numbers demonstrate an increased use by families

**V. Monthly Financial Statement**

- The monthly financial statement was not available at the time of the meeting

- Concerns over ability to spend carryover budget of \$448,448 from grant #-01CH010905-02-00 due to shut down and processing challenges
- Uncertainty of program's Head Start Financial Officer's ability to work remotely
- Recommendation for Head Start Director to email Mr. Penn/Linda Hannans request for monthly financial report

#### **VI. Active Supervision Incident, March 9, 2020**

- Student at the Dr. Reginald Mayo Early Learning School was left in classroom unsupervised for approximately ten minutes when class transitioned to outdoor play area, student was discovered by another classroom teacher
- Reports detailing the event were made in accordance with District and Head Start requirements
- Parents, DCF, Superintendent, Head Start Director, NHPS Director of Early Learning and Head Start Region One Program Specialist were notified
- Staff was placed on administrative leave pending internal and DCF investigations in accordance with NHPS Head Start policy
- Evidence exists that program's active supervision protocols were breached, or count was inaccurate- active supervision monitoring is in place
- Head Start staff have been notified of this incident
- Staff input for ideas and recommendations for prevention of these events will be used
- Possibility of staff teaming and peer monitoring in addition to electronic tracking of daily/weekly/monthly active supervision monitoring
- The event will ultimately result in issuing of a deficiency or a non-compliance resulting in a corrective action plan/period- Head Start has not issued a finding as of yet
- Recommendation was made to retrain staff in all corrective actions policies and procedures when school reconvenes following shut down
- ECLKC modules on active supervision will be part of staff distance learning requirements during shutdown

#### **VII. 2021-2021 Grant**

- Administration at Regional Office has allowed for flexibility due to the coronavirus pandemic
- Grant can be uploaded to HSES prior to Finance and Operations, BOE and Policy Council approval and attestation
- The 2020/2021 Head Start grant is due April 1, 2020
- Must go through Finance and Operations- next meeting is April 6, 2020
- COLA application due May 15, 2020 for 2% increase

#### **VIII. Enrollment**

- Current enrollment is at 98%
- Files have been distributed that would bring us to 100% enrollment once school reconvenes
- T & TA are reviewing our Eligibility and Selection Criteria for registration and enrollment and will provide substantive feedback

#### **IX. Non-Compliance Mental Health**

- The mental health contract was approved at the finance and Operations meeting on March 16, 2020
- The contract with Clifford Beers will move to full BOE approval at the March 23, 2020 meeting

**X. Focus Area One Monitoring Event**

- Focus One Monitoring Event-opportunity for grantee to discuss the program design, management, and governance structure. Goal is to garner a clear understanding of the program's services to children and families. This is a phone/HSES review-no on-site visit. Contact has been made from Regional Office.
- Will occur in April of 2020
- Teams working on responses to questions using shared Google Docs
- Will hold remote meetings to establish shared understanding

Meeting adjourned at 5:38 p.m.

Next meeting to be held in April 23, 2020